

Option 1: Wedding Event Coordination \$950

Are you looking for a "DAY-OF" wedding events coordinator? Look no further, Monge Amore Events is here to ensure the memories of your special day last a lifetime. Please review our wedding event COORDINATION services below:



- * \$200 Initial deposit due upon booking, which is non-refundable and applied to your final payment due **2-weeks** prior to your Wedding or Event
- * Client to book at least **3-months** prior to Wedding Event
- * Upon booking, thorough **1-hour** in-person Q + A to begin the process of familiarizing ourselves with your unique Wedding Event at client's preferred location within Orange County, CA
- * Preferred vendors referral list
- * **Client** to book all event vendors, **Monge Amore Events** to work alongside vendors (Monge Amore Events is not liable for outside or referred vendors; which includes a no show and services provided by the vendor)
- * Attend **1-hour** meeting for "details/tasting appointment" (client to provide coordinator with venue details questionnaire)
- * Vendor confirmation **2-weeks** prior to your Wedding Event via email
- * Creation of day-of timeline & venue layout starts **2-months** prior to your Wedding Event via email
- * Creation of your floor plan, if not provided by venue or caterer
- * Creation of grand entrance & speeches list, if not provided by MC
- * Attend venue rehearsal (1-hour max) within the week of your Wedding Event
- * Rehearsal questionnaire and minimal ceremony & reception checklist via email
- * Instruct and oversee all duties of wedding party participants for ceremony & reception
- * Set-up minimal ceremony & reception decor provided by client (favors, escort cards, guestbook, sweetheart table decor, and misc. minor decor)
- * **8-hours** day-of services starting the moment the coordinator arrives to your designated location (extra fee applied for every half-hour beyond 8-hours, upon availability)
- * Work closely with your DJ/MC during the reception to ensure your reception timeline (first dance, speeches, & etc.) is being properly followed
- * Handle necessary payments on the day-of your Wedding Event (if desired)
- * Supervise entire ceremony & reception (if within 8-hour time limit)
- * Attend to the client's special requests on the Wedding Event day
- * Unlimited email and phone contact from the moment of booking (to respond within **48-hours or less**)
- * Final **1-hour** meeting at Monge Amore Events location to finalize details
- * \$100 discount for off-season Wedding Events or friends + family referrals
- * **150 guests or less in SoCal (Los Angeles to San Diego) | Travel Fee applied for all weddings outside of SoCal**
- * **If guests count exceeds 150 guests, Monge Amore Events will charge an additional \$5 fee per guest**

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Client

Option 2: Wedding Event Partial Planning \$1,450

Have you completed some of your wedding event planning, yet need assistance the rest of the way? M.A.E. will take the remainder of the event planning stress away, for you to focus on your big day. Please review our PARTIAL PLANNING services below:



- * \$350 Initial deposit due upon booking, which is non-refundable and applied to your final payment due **2-weeks** prior to your Wedding or Event
- * Client to book at least **3-months** prior to Wedding Event
- * Upon booking, thorough **2-hour** in-person Q + A to begin the process of familiarizing ourselves with your unique Wedding Event at client's preferred location within Orange County, CA
- * Preferred vendors referral list
- * **Monge Amore Events** to book **majority** of event vendor appointments, **Client** to follow through with vendors (Monge Amore Events is not liable for referred vendors; which includes a no show and services provided by the vendor)
- * Attend **2-hour** meeting for "details/tasting appointment"
(client to provide coordinator with venue details questionnaire)
- * Vendor confirmation **3-weeks** prior to your Wedding Event via email
- * Creation of day-of timeline & venue layout starts **2.5-months** prior to your Wedding Event via email
- * Creation of your floor plan, if not provided by venue or caterer
- * Creation of grand entrance & speeches list, if not provided by MC
- * Venue rehearsal (1-hour max) within the week of your Wedding Event
- * Rehearsal questionnaire and minimal ceremony & reception checklist via email
- * Instruct and oversee all duties of wedding party participants for ceremony & reception
- * Set-up and breakdown minimal ceremony & reception decor provided by client (favors, escort cards, guestbook, sweetheart table decor, and etcetera)
- * **9-hours** day-of services starting the moment the planner arrives at your designated location
(extra fee applied for every half-hour beyond 9-hours, upon availability)
- * Work closely with your DJ/MC during the reception to ensure your reception timeline (first dance, speeches, & etc.) is being properly followed
- * Handle necessary payments on the day-of your Wedding Event (if desired)
- * Supervise entire ceremony & reception (if within 9-hour time limit)
- * Attend to the client's special requests on the Wedding Event day
- * Unlimited email and phone contact from the moment of booking (to respond within **36-hours or less**)
- * Final **2-hour** meeting at Monge Amore Events location to finalize details
- * \$100 discount for off-season Wedding Events or friends + family referrals
- * **200 guests or less in SoCal (Los Angeles to San Diego) | Travel Fee applied for all weddings outside of SoCal**
- * **If guests count exceeds 200 guests, Monge Amore Events will charge an additional \$5 fee per guest**

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Option 3: Wedding Event Full Planning Services \$1,950

Are you someone who is busy with work, home life, or this is your first event that you are hosting? Monge Amore Events will help you every step of the way. Tell us your vision and we are happy to plan away, leaving you time to focus on what really matters. Please review our FULL PLANNING services below:



- * \$500 Initial deposit due upon booking, which is non-refundable and applied to your final payment due **2-weeks** prior to your Wedding or Event
- * Client to book at least **3-months** prior to Wedding Event
- * Upon booking, thorough **2-hour** in-person Q + A to begin the process of familiarizing ourselves with your unique Wedding Event and **an additional 1-hour** venue walk through at client's preferred location within Orange County, CA
- * Preferred vendors referral list
- * **Monge Amore Events** to book almost **ALL** event vendor appointments (if desired), **Client** to follow through with vendors (Monge Amore Events is not liable for referred vendors; which includes a no show and services provided by the vendor)
- * Attend **2.5-hour** meeting for "details/tasting appointment"
(client to provide coordinator with venue details questionnaire)
- * 2 Additional **1-hour meetings** to discuss Wedding Event details together at client's preferred location within Orange County, CA
- * Vendor confirmation **4-weeks** prior to your Wedding Event via email
- * Creation of day-of timeline & venue layout starts **3-months** prior to your Wedding Event via email
- * Creation of your floor plan, if not provided by venue or caterer
- * Creation of grand entrance & speeches list, if not provided by MC
- * Venue rehearsal (1-hour max) within the week of your Wedding Event
- * Rehearsal questionnaire and minimal ceremony & reception checklist via email
- * Instruct and oversee all duties of wedding party participants for ceremony & reception
- * Set-up and breakdown minimal ceremony & reception decor provided by client (favors, escort cards, guestbook, sweetheart table decor, and etcetera)
- * **10-hours** day-of services starting the moment the planner arrives at your designated location. Second coordinator to assist day-of. (extra fee applied for every half-hour beyond 10-hours, upon availability)
- * Work closely with your DJ/MC during the reception to ensure your reception timeline (first dance, speeches, & etc.) is being properly followed
- * Handle necessary payments on the day-of your Wedding Event (if desired)
- * Supervise entire ceremony & reception (if within 10-hour time limit)
- * Attend to the client's special requests on the Wedding Event day
- * Unlimited email and phone contact from the moment of booking (to respond within **24-hours or less**)
- * Final **2-hour** meeting at Monge Amore Events location to finalize details
- * \$100 discount for off-season Wedding Events or friends + family referrals
- * **250 guests or less in SoCal (Los Angeles to San Diego) | Travel Fee applied for all weddings outside of SoCal**
- * **If guests count exceeds 250 guests, Monge Amore Events will charge an additional \$5 fee per guest**

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